

# Berenschot EuroManagement

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## TELEFAX

To : Mr Priidu Parna  
Fax number : +372 620 81 09  
From : Marije Balt  
Re : Order for the supply of services  
• Administrative Law Reform/Estonia  
Date : 23 March 1999  
Number of pages : 1 (incl. front page)

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Dear Mr Parna,

I would like to inform you that the following is available for you within the above order for the supply of services, signed by the European Commission, in order to fulfill objectives 2.3.b and 2.3.c (p.4 of the Terms of Reference as enclosed) of the project:

*general information:*

The order for the supply of services started on 23 December 1999 and expires on 23 September 1999, which means that costs made by you before and after these dates cannot be invoiced/reimbursed.

*resources available:*

- Reimbursables<sup>1</sup>

Study visits: EURO 5,000 as a maximum

Translation: EURO 10,000 as a maximum for translation and interpretation activities

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<sup>1</sup> Original invoices required

Documentation/literature: EURO 5,000 as a maximum

You are kindly requested to send us monthly time-sheets (format attached) at the end of each calendar month, together with invoices (format attached). Both the time sheetsw and the invoices should be signed by yourself and the beneficiary. Enclosed you also find a format of the executive summary, which should be submitted together with the final report upon completion of the project. Please note that the original air tickets and boarding passes should be returned to Berenschot EuroManagement after the end of each calendar month.

The subcontractor contract will be sent to you by regular mail.

We are looking forward to a pleasant cooperation.

Kind regards,

BERENSCHOT EUROMANAGEMENT



Marije Balt  
Project Manager